

The purpose of this survey is to respond to Item 82, Chapter 552 of the 2021 Virginia Acts of Assembly, Special Session I to collect data for a report to examine current construction procurement processes by state agencies and covered institutions needed to incentivize positive business behavior by general contractors that support achieving the Commonwealth's discretionary spend goals for small, women, and minority owned businesses. Additionally, the survey will be used to identify best practices associated with oversight of subcontracts to include reporting requirements for payroll records, contracts and payments to other businesses, including individuals classified as independent contractors.

Please be aware that Virginia's Executive Order 35 is race and gender-neutral. This survey pertains to small, women, and minority (SWaM) owned business utilization.

This survey should take less than 8 minutes to complete.

If you have questions, please email: pwg@dgs.virginia.gov with the words "Contractor and Public Body Survey" in the subject line.

Please be aware that your submission is a public record and will be subject to the provisions of the Freedom of Information Act.

Type of Organization

* 1. What best describes your organization?

Company Demographic

2. What is the name of your current organization?

3. Please provide your email address

4. How many years has your organization operated within the Commonwealth of Virginia?

- ☐ 0-5
- ☐ 6-11
- ☐ 12-20
- ☐ More than 20
- ☐ N/A

* 5. What types of goods or services do you provide to the Commonwealth?

- ☐ Technology goods and services
- ☐ Non-technology goods and services
- ☐ Construction
- ☐ Professional Services (Architect, Engineer)

Construction Procurement Processes in the Commonwealth

DSBSD: Department of Small Business and Supplier Diversity

SWaM: DSBSD certified small, women, or minority owned businesses

6. Are you currently a DSBSD certified SWaM business?

☐ Yes

☐ No

7. Based on your experience with current construction processes used to improve contractor utilization of SWaM businesses, which of the following can be applied?

☐ Additional processes are needed

☐ Change to current processes are needed

☐ Current processes are ideal; no change is needed

☐ Current processes need to be reduced

☐ Current processes need to be eliminated

☐ Other (please specify)

8. Do you find it easier to do business with local governments that allow self-certification as a SWaM business compared to doing business with state agencies?

If yes, why

If no, why

N/A

9. What aspects of SWaM construction procurements are most effective at promoting SWaM participation?

Select all that apply

☐ Requirement of small business subcontracting plans

☐ Required contractor compliance reporting of small business subcontracting plans

☐ Set aside programs for small businesses

☐ Reduce paperwork

☐ Auto reporting portal

☐ Other (please specify)

10. What aspects of SWaM construction procurements are counterproductive to SWaM participation? Select all that apply

- ☐ Threat of enjoinder
- ☐ Paperwork / administrative burden
- ☐ Payment withheld if you do not follow through
- ☐ Other (please specify)

11. What are the biggest challenges your company faces when subcontracting work to SWaM businesses?

- ☐ Do not receive bids from subcontractors
- ☐ Lack of performance by subcontractor
- ☐ Availability of subcontractors
- ☐ Lack of interest from subcontractors
- ☐ Other (please specify)

12. What proactive steps does your company take to maximize outreach and utilization of certified SWaM business participation in subcontracting?

- ☐ Trade/Organization Networking
- ☐ Vendor Fairs/Townhalls
- ☐ Requirement of SWaM subcontracting plans
- ☐ Set aside programs
- ☐ Website advertisement
- ☐ Subcontractor education training opportunities
- ☐ Other (please specify)

13. In what type of construction contracts does your company engage certified SWaM subcontractors?

- ☐ Design-Bid-Build
- ☐ Design-Build
- ☐ CM at Risk
- ☐ Job Order Contracting
- ☐ Maintenance
- ☐ Other (please specify)

14. What are the current processes your company follows administratively to oversee and support subcontractors in the following areas: *Please provide yes or no and additional information in the comment box*

Reviewing payroll records

Subcontractor contracts
with the sub-
subcontractors

Payments by
subcontractors to other
businesses

Subcontractor payments to
individuals classified as
independent contractors

Insurance and Bonds

Training and mentoring

Administrative support for
required submittals

15. Please provide any additional best practices that should be considered in overseeing subcontracts in general.

Professional Services (A/E) Procurement Processes in the Commonwealth

DSBSD: Department of Small Business and Supplier Diversity

SWaM: DSBSD certified small, women, or minority owned businesses

16. Are you currently a DSBSD certified SWaM business?

☐ Yes

☐ No

17. Based on your experience with current professional services processes used to improve contractor utilization of SWaM businesses, which of the following can be applied?

- ☐ Additional processes are needed
- ☐ Change to current processes are needed
- ☐ Current processes are ideal; no change is needed
- ☐ Current processes need to be reduced
- ☐ Current processes need to be eliminated
- ☐ Other (please specify)

18. Do you find it easier to do business with local governments that allow self-certification as a SWaM business compared to doing business with state agencies?

If yes, why

If no, why

N/A

19. What aspects of SWaM professional services procurements are most effective at promoting SWaM participation? Select all that apply

- ☐ Requirement of small business subcontracting plans
- ☐ Required contractor compliance reporting of small business subcontracting plans
- ☐ Set aside programs for small businesses
- ☐ Reduce paperwork
- ☐ Automatic reporting portal
- ☐ Other (please specify)

20. What aspects of SWaM professional services procurements are counterproductive to SWaM participation?

Select all that apply

- ☐ Threat of enjoinder
- ☐ Paperwork / administrative burden
- ☐ Payment withheld if you do not follow through
- ☐ Other (please specify)

21. What are the biggest challenges your company faces when subcontracting work to DSBSD certified SWaM businesses?

- ☐ Do not receive proposals from subcontractors
- ☐ Lack of performance by subcontractor
- ☐ Availability of subcontractors
- ☐ Lack of interest from subcontractors
- ☐ Other (please specify)

22. What proactive steps does your company take to maximize outreach and utilization of certified SWaM business participation in subcontracting?

- ☐ Trade/Organization Networking
- ☐ Vendor Fairs/Townhalls
- ☐ Requirement of SWaM subcontracting plans
- ☐ Set aside programs
- ☐ Website advertisement
- ☐ Subcontractor education training opportunities
- ☐ Other (please specify)

23. In what type of professional services contracts does your company engage certified SWaM subcontractors?

- ☐ Design-Bid-Build
- ☐ Design-Build
- ☐ CM at Risk
- ☐ A/E Term contracts
- ☐ Other (please specify)

24. What are the current processes your company follows administratively to oversee and support subcontractors in the following areas: *please provide yes or no and additional information in the comment box*

Reviewing payroll records

Payments by subcontractors to other businesses

Insurance and Bonds

Training and mentoring

25. Please provide any additional best practices that should be considered in overseeing subcontracts in general.

Goods and Non-Professional Services Procurement Processes in the Commonwealth

DSBSD: *Department of Small Business and Supplier Diversity*

SWaM: *DSBSD Certified small, women, and minority owned businesses*

26. Do you believe the Commonwealth's current procurement processes need to be changed, enhanced, or eliminated in order to improve the utilization of SWaM businesses?

Yes, why

No, why

27. Are you currently a DSBSD certified SWaM business?

☐ Yes

☐ No

28. Does your company utilize SWaM businesses in subcontracting?

☐ Yes

☐ No

29. What are the biggest challenges that your company faces when subcontracting work to SWaM businesses?

30. Based on your experience with current procurement processes used to improve utilization of SWaM businesses, which of the following can be applied?

- ☐ Additional processes are needed
- ☐ Change to current processes are needed
- ☐ Current processes are ideal; no change is needed
- ☐ Current processes need to be reduced
- ☐ Current processes need to be eliminated

31. What aspects of procurements are most effective at promoting SWaM participation? Select all that apply.

- ☐ Requirement of small business subcontracting plans
- ☐ Required contractor compliance reporting of small business subcontracting plans
- ☐ Set aside programs for small businesses
- ☐ Other (please specify)

32. Provide an example of a successful SWaM subcontract and the best practices that led to success.

33. What are the current processes your company follows to oversee subcontracts in the following areas:
please provide yes or no and additional information in the comment box

Reviewing payroll records

Subcontractor contracts
with the sub-
subcontractors

Payments by
subcontractors to other
businesses they are
subcontracted with

Subcontractor payments to
individuals classified as
independent contractors

34. Please identify best practices in overseeing subcontractors as they execute their subcontracted work.

Public Bodies SWaM Utilization and Subcontracting Oversight

DSBSD: Department of Small Business and Supplier Diversity

SWaM: DSBSD certified small, women, and minority owned businesses

****If you do not have SWaM goals, please enter "N/A"***

35. Tell us about yourself

- ☐ Local Govt - Follows the VPPA
- ☐ Local Govt - Adopted Ordinances for Procurement
- ☐ Local - Independent Authority
- ☐ State - Subject to the VPPA
- ☐ State - Subject to the Higher Education Rules Governing Procurement
- ☐ State - Independent Authority

36. What is the name of your organization?

37. Please provide your email address

38. What is your annual small business goal for discretionary spend for construction procurements? Please enter the percentage in a number format

39. Have you been successful in achieving your annual small business goals for construction procurements?

If yes, why

If No, why

40. What is your annual women-owned business goal for discretionary spend for construction procurements? Please enter the percentage

41. Have you been successful in achieving your annual women-owned business goals for construction procurements?

If yes, why

If No, why

42. What is your annual minority-owned business goal for discretionary spend for construction procurements?
Please enter the percentage

43. Have you been successful in achieving your annual minority-owned business goals for construction procurements?

If yes, why

If No, why

44. What proactive steps does your agency take to maximize outreach and utilization of SWaM businesses on construction projects?

- ☐ Vendor fairs / Townhalls
- ☐ Requirement of small business subcontracting plans
- ☐ Set aside programs
- ☐ Agency staff efforts
- ☐ Contractor education
- ☐ Other (please specify)

45. Based on your experience with contractor oversight of subcontracts, what improvements could be made?

- ☐ Reporting requirements for payroll records
- ☐ Require oversight of contracts and payments to other businesses, including individuals classified as independent contractors
- ☐ Reduce paper work
- ☐ Automatic reporting portal
- ☐ Other (please specify)